

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>SPR COMM DEV TRAIING SPEC</u>		CLASSIFICATION CODE: <u>02860400</u>	
	SALARY RANGE: <u>42000-47359 (GR 3229A)</u>		REFERENCE POSITION NO.: <u>2088-10000-54</u>	
	Department or Agency Name <u>Emergency Mgmt Agency</u>		APPLICATION PERIOD: <u>11/12/05-11/18/05</u>	
	Division/Section/Unit <u>Office of Public Safety</u>			
	Assignment(s) / Comments <u>NOTE: Flexible work schedule during emergency situations</u>			
	Shift and Days: <u>1st Shift, Monday - Friday</u>		Job Location: <u>CRANSTON</u>	
	Restrictions/Limitations: <u>LIMITED TO 9-30-2006 FEDERAL FUNDS</u>			
	Position Covered By Collective Bargaining Union Agreement		Yes <u>X</u> No <u> </u>	
	Name of Bargaining Unit Union: <u>LIUNA, LABORER'S 808</u>			
	There is <u> </u> is not <u>X</u> a Civil Service List for this position See A/B or Both for Specific Instructions			
NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.				
General Information to Candidate	INSTRUCTIONS:			
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.			
	Most Important - Please include the following information:			
	• The title of the position for which you are applying		• Name of department where you are currently employed	
	• Title of your present position and date you entered it		• Your Social Security number	
	• Date you entered State service		• Dates of previous employment	
	*** In certain agencies, bargaining unit representation and placement are subject to consideration according to contract.			
	B. NON INCUMBENT/NOT IN THE EMPLOYMENT OF THE STATE:			
	If indicated above that you are not in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you or you have no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.			
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS			
• Reasonable Accommodations:				
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.				
• Medical Information:				
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).				
Statement of Duties	DUTIES / RESPONSIBILITIES: Performs complex planning, development, evaluation and administration duties in the training of local government officials, employees and citizens in order to improve local government functioning. Responsible for supervising the planning and implementation of broadly based training programs, which include a number of individual courses. Performs various duties in regard to program and course development such as analysis of client needs, research and development of subject matter, selection of training methodology, location of training resources, and development on written and audio-visual training material. Responsible for conducting training courses when necessary. Evaluate the effectiveness of the training program, identify training needs, and recommend changes to the overall training program. Coordinate training efforts with other federal, state and local programs and to provide technical assistance to state and local officials. Assist in the preparation of requests for federal and state funds. To do related work as required.			
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Such as may have been gained through: possession of a Bachelor's Degreee in Planning, Public Administration, Social Science, Education or in a related field from a recognized school of higher learning; and Experience: Such as may have been gained through: considerable employment in a responsible position in the planning and development of training programs and courses . Or. any combination of education and experience that shall be substantially equivalent to the above education and experience.			
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to: RI EMEGENCY MANAGEMENT AGENCY DIANA ARCAND, DEPUTY DIRECTOR 645 NEW LONDON AVENUE CRANSTON, RI 02920 Telephone #: <u>946-9996</u> Fax #: <u>944-1891</u> TTY/TDD #: <u>462-7015</u> (Telecommunication Device for the Deaf)			

